

# VACANCY CIRCULAR

**NO. A/49804/D-2/CAO/R-I**

**GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE  
OFFICE OF JOINT SECRETARY (TRG) & CAO**

**ROOM NO. 170, E BLOCK  
DALHOUSIE ROAD  
NEW DELHI – 110 011.**

**DATED : 16 Jul 2010**

To

All the Ministries/Deptts. Of Govt. of India.

**SUBJECT: FILLING UP OF ONE VACANCY IN THE GRADE OF  
DIRECTOR (OFFICIAL LANGUAGE) IN AFHQ, MINISTRY OF  
DEFENCE ON DEPUTATION BASIS.**

Sir,

I am directed to say that one vacancy in the grade of Director (Official Language), Group 'A', Gazetted post in the Pay Band-4 (Rs. 37400-67000) with Grade Pay Rs. 8700/- (pre-revised pay scale of Rs.14300-400-18300) is required to be filled in AFHQ on deputation basis on the following conditions: -

## **DEPUTATION**

Officers of the Central Government: -

(a) (i) Holding analogous post on regular basis in the parent cadre or Department ;

***OR***

(ii) With 5 years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 12000-375-16500 (pre-revised) or equivalent in the parent cadre or department ;

***AND***

(b) Possessing the following educational qualifications and experience: -

## **ESSENTIAL:**

(i) Master's degree of a recognised University in Hindi with English as a compulsory or elective subject or as medium of examination at the degree level;

**OR**

Master's degree of a recognised University in English with Hindi as a compulsory or elective subject or as medium of examination at the degree level;

**OR**

Master's degree of a recognised University in any subject other than Hindi or English , with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at degree level;

**OR**

Master's degree of a recognised University in any subject other than Hindi or English with Hindi and English as compulsory or elective subjects or either of the two medium of examination and the other as a compulsory or elective subject at the degree level;

**AND**

(ii) Diploma or Certificate course in translation work from Hindi to English and vice-versa;

**AND**

(iii) 12 years experience in translation work from Hindi to English & vice versa.

2. **Job Profile** Brief particulars of duties assigned to the post of Director (Official Language) are as under :-

- (a) Liaison with Service Headquarters and Inter Service Organisations for coining of Defence Terminology.
- (b) Control and direct Hindi Policy in terms of Official Languages Act, Presidential directives & Government Orders.
- (c) Control, manning, posting, transfer and sanction of entire Hindi staff of Lower formation.
- (d) To plan, execute and progress Hindi training scheme for officers, combatants and civilians.
- (e) To lay down policy in respect of Hindi training syllabi and preparation of text books.
- (f) To select, procure and supply reference and help literature.
- (g) To act as member Secretary of OLIC.
- (h) To represent Service Headquarters in high powered Committees on Official Language Policy.

3. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

4. The period of deputation including period of deputation in another ex-cadre post held immediately preceding appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed **03** years. The appointment on deputation shall be governed by DOP&T OM No. No. 6/8/2009-Estt.(Pay II) dated 17 Jun 2010. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

5. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and up-to-date CR dossiers or photocopies of ACRs (duly attested by an officer not below the rank of Under Secretary) and Integrity Certificate (duly verified by an officer not below the rank of Deputy Secretary) of the officers who could be spared in the event of their selection may be sent so as to reach this office within **60** days of the date of publication of this advertisement. Applications received late or without the ACRs, Integrity Certificate, Cadre Clearance and Vigilance Clearance or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified by the Cadre Controlling Authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. It must also be certified that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.

6. The Curriculam Vitae proforma can be downloaded from our website **[www.caomod.gov.in](http://www.caomod.gov.in)**.

**NOTE : CANDIDATES WHO ONCE APPLY FOR THE POST WILL NOT BE ALLOWED TO WITHDRAW THEIR CANDIDATURE.**

Yours faithfully

Sd/-

(Nidhi Ojha)

Deputy Director/Rectt-1

for Joint Secretary (Trg) & CAO

**COPY TO:-**

All Coord Sections of Integrated HQ of MOD (Army)

AIR HQ/PC-1

Integrated HQ of MOD (Navy)/Dte.of Admin

All Coord Section of IS Organs.

All Sections in the Office of the JS (Trg) & CAO

MT-17, GS Branch, IHQ of MoD(Army)

CAO/P-2 – for information.

**CURRICULUM VITAE PROFORMA**

1. Name and Address :  
(in Block Letters)
  
2. Date of Birth :  
(in Christian era)
  
3. Date of retirement under :  
Central/State Government  
Rules
  
4. Educational Qualifications :
  
5. Whether Educational and :  
other qualifications required for  
the post are satisfied.(If any  
qualification has been treated  
as equivalent to the one prescribed  
in the Rules, state the authority  
for the same)

Qualifications/Qualifications/  
Experience                      Experience  
required                              possessed by  
the officer

- Essential:                      (1)  
  (2)  
  (3)
- Desired                        (1)  
  (2)

6. Please state clearly whether in the light of entries made by you above, you meet the requirement for the post

7. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient:

Office/ Institution	Post held	From	To	Scale of Pay & Basic Pay/Pay Band & Grade Pay*	Nature of duties (in detail)

\* Basic Pay & Scale of Pay before 6<sup>th</sup> CPC and Pay Band and Grade Pay after fixation in 6CPC may be indicated separately.

8. Nature of present employment, i.e :  
Ad-hoc or temporary of Quasi-  
Permanent or Permanent
9. In case the present employment is held on :  
deputation/contract basis please state:-
- a) The date of initial appointment
- b) Period of appointment on  
deputation/contract
- c) Nature of the parent office/  
organization to which you belong
10. Additional details about present :  
Employment  
Please state whether working under  
(indicate the name of your employer  
against the relevant column)
- a) Central Govt.
- b) State Govt.
- c) Autonomous Organisation
- d) Govt. Undertaking.
- e) Universities
- f) Others
11. Please state whether you are working :  
In the same Department and are in the  
feeder grade or feeder to feeder grade
12. Are you in Revised Scale of Pay? If :  
Yes, give the date from which the  
revision took place and also indicate  
the pre-revised scale.
13. Total emoluments per month now drawn. :
14. Additional information, if any, which :  
you would like to mention in support  
of your suitability for the post.  
(This among other things may provide  
information with regard to :  
(i) additional academic qualifications.  
(ii) Professional training and  
(iii) Work experience over and above  
prescribed in the Vacancy Circular/  
Advertisement)

(Note : Enclose a separate sheet, if the space is insufficient).

15. Please state whether you are applying for :  
deputation (ISTC)/Absorption/Re-employment  
Basis. (Officers under Central Govt/State  
Governments are only eligible for  
“Absorption” . Candidates of non-  
Government Organisation are eligible  
only for Short Term Contract.)

16. Whether belonged to SC/ST. :

17. Remarks (the candidates may indicate :  
Information with regard to  
i) Research publications and reports  
and special projects  
ii) Awards/Scholarship/Official  
Appreciation  
iii) Affiliation with the professional  
bodies/institutions/societies and  
iv) any other information.  
(Note : Enclose a separate sheet if  
the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee in the time of selection for the post.

Signature of the candidate

Address\_\_\_\_\_

**Countersigned**

\_\_\_\_\_  
\_\_\_\_\_  
(Employer with Seal)

No. :  
Date :